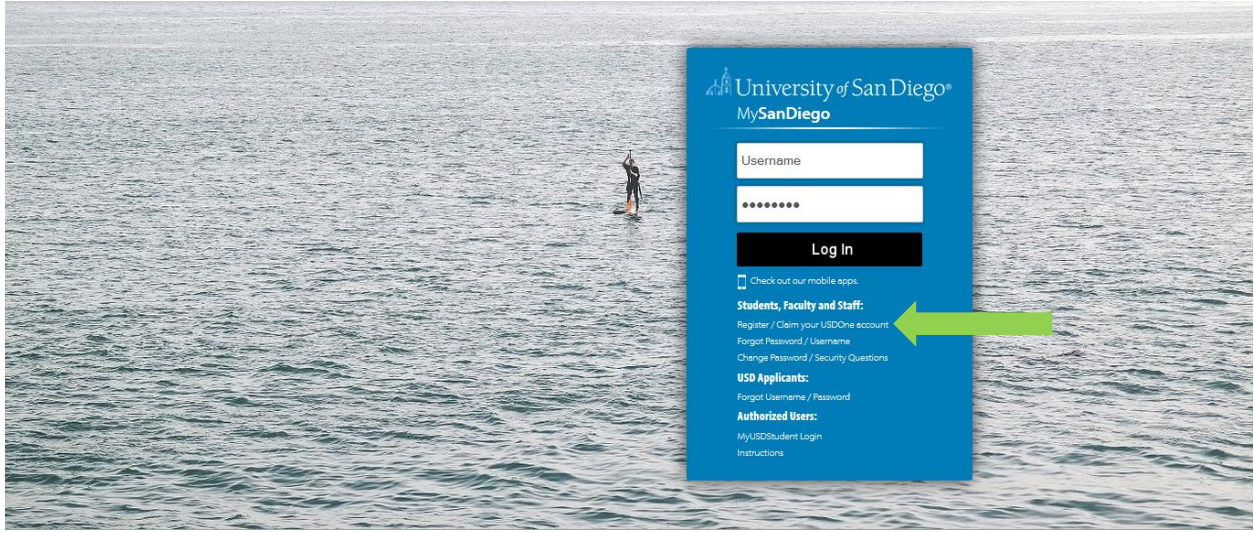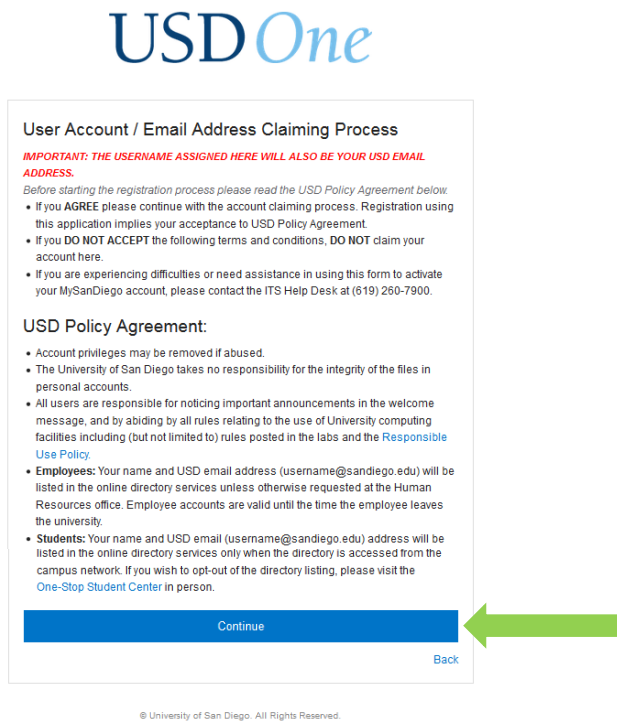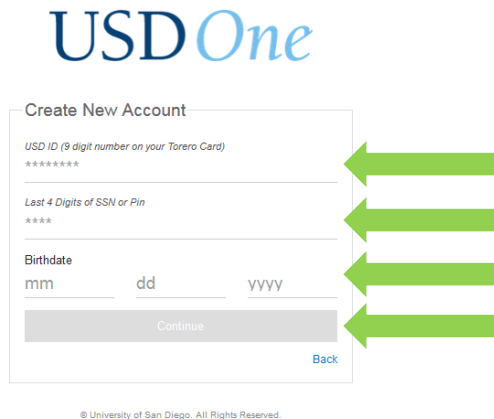**Claiming your USD*One* account:**

Step 1: Visit my.sandiego.edu. Do <u>NOT</u> log-in to the portal. **Click "Register/Claim your USDOne account."**

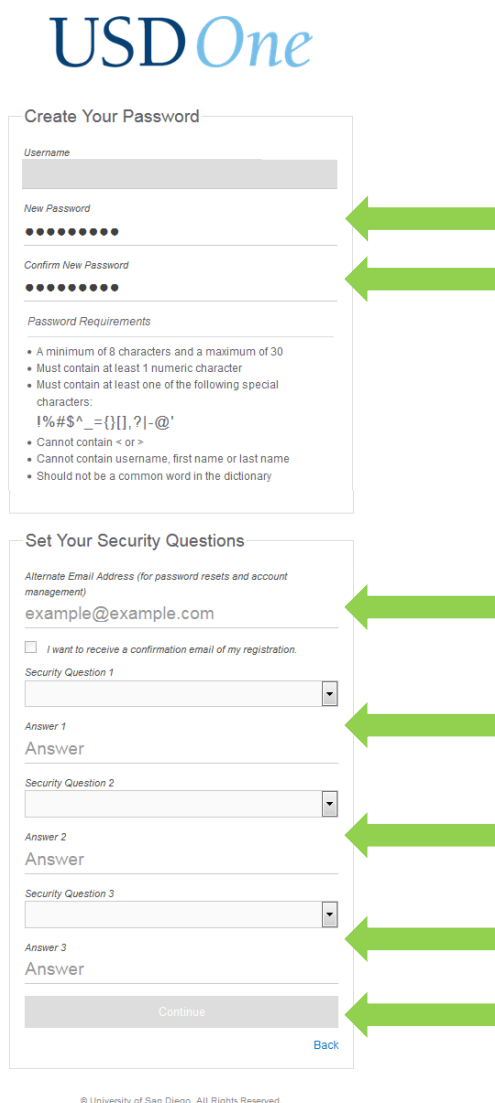**Step 2:** Read the USD Policy Agreement. If you agree to the terms of this agreement, click "Continue."

Step 3: Enter your USD ID number, the last four digits of your Social Security Number and your birthday. **If you do not have a Social Security Number, please enter four zeros or create a four-digit PIN.** When finished, click "Continue."

Step 4a: Your username should already be assigned. Create a new password that complies with the password requirements. Make sure to take note of your username and password.

Step 4b: Once you have created your password, move on the the "Set Your Security Questions" section. **Although not required, it is strongly encouraged that you provide an alternate email address.** This will allow for easy password retrieval and/or changes in the future. After providing an alternate email address, select and provide answers to three security questions. When finished, click "Continue."

Step 5: Congratulations! You have successfully claimed your USD*One* account. Please allow 15 minutes for your account to update before attempting to log in to the MySanDiego portal using your new username and password.